



# APPENDIX C

## RIGHT OF WAY FORMS

MAINE RIGHT OF WAY MANUAL

*August 2002*



<b><u>Section</u></b>	<b><u>Table of Contents</u></b>	<b><u>Page</u></b>
1 Administration (AD)		C(1)
2 Mapping and Research (MR)		C(2)
3 Valuation (VL)		C(3)
4 Acquisition (AQ)		C(4)
5 Relocation (RA)		C(5)
6 Property Management (PM)		C(7)



**Section 1 — R/W Administration (AD) Forms**

<b>Number</b>	<b>Title</b>
AD-1	Unsettled Owner Notification of Condemnation and Transmittal of Payment
AD-2	Settled Owner Notification of Condemnation and Transmittal of Payment
AD-3	Right of Way Certificate
AD-4	Real Property Acquisition Status Report
AD-5	Notice of Referral to State Claims Commission
AD-6a	Check Transmittal - Settlement Agreement
AD-6b	Application for Duplicate Check
AD-6c	Check Transmittal - Relocation Benefits
AD-6d	Check Transmittal - Replacement Check
AD-6e	Check Transmittal - Negotiated Settlement
AD-6f	Check Cancellation Request Letter
AD-6g	Check Transmittal - Date Extension
AD-6h	Check Extension Request
AD-6i	Check Transmittal - Option to Work Permit
AD-6j	Request to Reissue Check
AD-7	Request for Referral of Parcel to State Claims Commission
AD-8	Transmittal of Payment Letter (Settled Cases)
AD-9	Notice to Property Owner of Referral to State Claims (Unsettled Parcels)
AD-10	Notice to Property Owner of Referral to State Claims at Owner's Request (Unsettled Parcels)
AD-11	Transmittal Memo to SCC of Notice of Request for Referral, Statement of Damages, Notice of Taking
AD-12	Memo to SCC of Settlement of Parcel and Withdrawal From Petition
AD-13	Notice to State Claims Commission of Additional Parcel for Hearing

**Section 2 — R/W Mapping & Research (MR) Forms**

<b>Number</b>	<b>Title</b>
MR-1	Property Owner Report
MR-2	Project Check List
MR-3	Estimate of Survey Markers & R/W Monuments
MR-4	Notice of R/W Plan Changes
MR-5	Transmittal - Maps & Plans to Operations
MR-6	Permanent Easement
MR-7	Temporary Easement
MR-8	Access Control
MR-9	License
MR-10	Right of Entry or Work Permit
MR-11	Quitclaim Deed
MR-12	Fee Title Interest
MR-13	Notice of Layout and Taking
MR-14	Deed of Vacation – Quitclaim
MR-15	Governor's Deed
MR-16	Discontinuance Order
MR-17	Format-R/W Plans
MR-18	Sample Base Map
MR-19	Preliminary Right of Way Plan
MR-20	Justification Memo
MR-21	Sign - Right of Way Limits
MR-22	Letter of No Objection
MR-23	Agreements with Property Owners
MR-24	Relinquishment Agreement

**Section 3 — R/W Valuation (VL) Forms**

<b>Number</b>	<b>Title</b>
VL-1	Assessment and Area Record
VL-2	Town Data Form
VL-3	Sale Data Form
VL-4	Administrative Acquisition Worksheet
VL-5	Appraisal Assignment Certification (Staff)
VL-6	Letter - Offer to Accompany Appraiser
VL-7	Short Format Appraisal
VL-8	Certificate of Appraiser
VL-9	House Inspection Form
VL-10	Sales Check List
VL-11	Short Form Check List
VL-12	Long Form Check List
VL-13	Tax Pro Ration Spreadsheet
VL-14	Review Appraiser's Value Determination
VL-15	Statement of Determined Damages (1)
VL-16	Statement of Determined Damages (2)
VL-17	Incidental Right of Way Cost Estimate
VL-18	Estimated Cost of Right of Way
VL-19	Agreement - Fee Appraiser
VL-20	Appraisal Report - Instructions
VL-21	Appraisal Summary Memo
VL-22	Appraiser Evaluation

**Section 4 — R/W Acquisition (AQ) Forms**

<b>Number</b>	<b>Title</b>
AQ-1	Offer Letter – Detailed
AQ-2	Offer Letter – Simple
AQ-3	Administrative Settlement Form
AQ-4	Work Permit
AQ-5	Negotiator's Certificate
AQ-6	Negotiator's Statement
AQ-7	Settlement Agreement
AQ-8	Administrative Acquisition Offer Letter & Settlement Agreement
AQ-9	After Condemnation Settlement Agreement
AQ-10	After Condemnation Appeal Request
AQ-11	Option Agreement
AQ-12	Property Owners Request for Deferral of Hearing
AQ-13	Notice of Request for Referrals to State Claims Commission
AQ-14	Owner Contact Report
AQ-15	Owner's Offer-Assent
AQ-16	Taxpayer ID # Certificate (IRS W-9)
AQ-17	Appraisal Waiver Form



### Section 5 — R/W Relocation (RA) Forms

Number	Title
RA-1	Displacee Inventory
RA-2	Master Inventory
RA-3	RHP - Single Family
RA-4	RHP - Apt-Multi Family
RA-5	RHP Business
RA-6	RHP Master Inventory
RA-7	Summary Public Hearing
RA-8	Relocation Assistance Plan
RA-9	Field Worksheet
RA-10	Estimated Costs
RA-11	Displacee Survey – Living Quarters
RA-12	Business Survey
RA-13	Sign Survey Information
RA-14	Relocation Record
RA-15	Rental Comparable
RA-16	General Information Notice
RA-17	Payment Summary
RA-18	Move Payment Summary
RA-19	RHP Payment Summary
RA-20	Contact Sheet
RA-21	Notice of Intent
RA-22	Small Business Adm.
RA-23	Comparable Housing
RA-24	Business Fixture Notice
RA-25	Replacement Housing Estimate – Tenant
RA-26	Replacement Housing Estimate Data
RA-27	Replacement Rental / Down Payment Estimate Data
RA-28	RHP Tenant
RA-29	Comparable Grid
RA-30	Notice of Eligibility
RA-31	90-Day Notice
RA-32	30-Day Notice
RA-33	Rental Price List
RA-34	Available Replacement Housing Price List
RA-35	Businesses – For Sale or Rent
RA-36	<i>No Form 36 found</i>
RA-37	General Advisory, Relocation Assistance Offer
RA-38	Reestablishment Claim

Number	Title
RA-39	Moving Expense Finding - Business
RA-40	Moving Expense Schedule
RA-41	Personal Property Agreement
RA-41a	Instruction to Claimants – Business Move Bid Process
RA41b	Approval of Bids /Authorization To Move - Business
RA-42	Referral to Commissioner /State Claims Commission Appeal
RA-43	Determination of Net Earnings
RA-44	Moving Expense – Residential Occupants
RA-45	Moving Expense – Residential Advance Payment
RA-46	Moving Expense – Business, Farms, Non Profit Organizations
RA-47	Moving Expense – Business Personal Property
RA-47a	Moving Expense – Advertising Signs
RA-48	RHP Notice / Application
RA-49	RHP Notice / Application – Rental or Down Payment
RA-50	RHP Notice / Application – Mobile Home
RA-51	RHP Notice / Application – Owner Retention
RA-52	Increased Interest Payment Application
RA-53	Incidental Expense Payment Application
RA-54	Statement of Eligibility - RHP
RA-55	Escrow Payment
RA-56	Escrow Agreement
RA-57	Petition to State Claims Commission
RA-58	Relocation Status Summary Report

**Section 6 — R/W Property Management (PM) Forms**

<b>Number</b>	<b>Title</b>
PM-1	Memorandum of Agreement
PM-2	Occupancy Agreement
PM-3	Property Management (Status Summary Sheet)
PM-4	Excess Property Inquiry Checksheet
PM-5	Status & Disposition of Buildings
PM-6	Lease